How to Withdraw From Courses Online

Log into Banner Self-Service

Select Student on the gray tab

Select Registration
Enter your Alternate pin

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Spring 2015 registration begins October 30, 2014 and ends January 16, 2015. Students will begin registering as follows based on CURRENT EARNED hours:

- Thursday, October 30 - Seniors, graduate level, doctoral, online degree completion, honors, early college, athletics, special PNR/101/M
- Monday, November 3 - Juniors
- Thursday, November 6 - Sophomores
- Monday, November 10 - Freshmen, Special Visiting

ALEXIT - If you register for online courses, there may be additional fees for verification of your student identity for proctored examinations. You should contact your chosen proctor for fee information or in Services Portal at Proctor Information.

Alternate PIN:  
Submit

Select Add/Drop/Withdraw

Spring 2016 registration ends January 15

For course section descriptions, please click course descriptions

If you have any questions, please contact your advisor.

Select Term
- Insurance driver
- Add/Drop/Withdraw from classes
- Link to classes
- Change class options
- Fees and a license
- Student detail schedule
- Withdrawal information
- Registration status
- Active registration
- Registration history
- Registration re-registration
- Payroll plan
- Alternative credits

Select the appropriate term and click Submit
Your schedule may appear similar to below. The informational messages in red may be slightly different.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN Sclt</th>
<th>Core Sec Level</th>
<th>Core Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2044 PSYC</td>
<td>201</td>
<td>1</td>
<td>Undergraduate val 3000 Normal Grade</td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2013 PSYC</td>
<td>201</td>
<td>1</td>
<td>Undergraduate val 3000 Normal Grade</td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>1496 PSYC</td>
<td>201</td>
<td>1</td>
<td>Undergraduate val 3000 Normal Grade</td>
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<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2015 PSYC</td>
<td>201</td>
<td>1</td>
<td>Undergraduate val 3000 Normal Grade</td>
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<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>1397 PSYC</td>
<td>201</td>
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<td>Undergraduate val 3000 Normal Grade</td>
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<tr>
<td><strong>Registered</strong> on May 04, 2015</td>
<td>None</td>
<td>1908 MATH</td>
<td>201</td>
<td>1</td>
<td>Undergraduate val 3000 Normal Grade</td>
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<tr>
<td><strong>Registered</strong> on Mar 20, 2016</td>
<td>None</td>
<td>1397 PSYC</td>
<td>201</td>
<td>1</td>
<td>Undergraduate val 3000 Normal Grade</td>
</tr>
</tbody>
</table>

Total Credit Hours: 23.890
Billing Hours: 23.890
Minimum Hours: 0.890
Maximum Hours: 23.890
Date: Jan 06, 2016 03:41 pm

Select the withdraw option for the course you wish to withdraw.
Click Submit Changes
Your withdrawal information will display as below for you to verify if this is the course of action you wish to take. Click the appropriate option.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN Subj</th>
<th>Crse Sec</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>Withdraw from Course via Web</td>
<td>2855 PSYC 421</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade Cognitive Psychology</td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2622 HED 112</td>
<td>D1</td>
<td>Undergraduate 2.000 Normal Grade Health and Wellness</td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2808 PSYC 342</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade Intro Clinical &amp; Counseling Ps</td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2802 PSYC 381</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade Child Psychopathology</td>
</tr>
<tr>
<td><strong>Registered</strong> on May 04, 2015</td>
<td>None</td>
<td>2852 PSYC 400</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade History &amp; Systems of Psych.</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on May 20, 2015</td>
<td>None</td>
<td>3084 MATH 123</td>
<td>D2</td>
<td>Undergraduate 4.000 Normal Grade College Algebra</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on May 20, 2015</td>
<td>None</td>
<td>2020 COMM 240</td>
<td>D1</td>
<td>Undergraduate 3.000 Normal Grade News Editing</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 21.000  
**Billing Hours:** 21.000  
**Minimum Hours:** 0.000  
**Maximum Hours:** 21.000  
**Date:** Jan 06, 2016 03:58 pm

### Fayetteville State University Banner

**Withdrawal Confirmation**

- **Requested Withdrawals**
  - CRN Subj: PSYC 421
  - Crse Sec: D1
  - Title: Cognitive Psychology

- If you withdraw from the requested course(s), your updated withdrawal counts will be:
  - **Withdrawal Credits Used:** 3
  - **Withdrawal Credits Remaining:** 13

**Release:** 8.7 [MC11.1]  
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If you select Cancel Withdrawal, the withdrawal will not be processed and your schedule will return similar to below:

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

**Career Withdrawals**
Withdrawal Credits Used: 0  Withdrawal Credits Remaining: 16

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN Subj</th>
<th>Crs Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2855 PSYC 421 D1</td>
<td>Undergraduate 3.00 Normal Grade Cognitive Psychology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2612 HEED 112 D1</td>
<td>Undergraduate 2.00 Normal Grade Health and Wellness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2808 PSYC 342 D1</td>
<td>Undergraduate 3.00 Normal Grade Intro Clinical &amp; Counseling Ps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2827 PSYC 381 D1</td>
<td>Undergraduate 3.00 Normal Grade Child Psychopathology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Jan 06, 2016</td>
<td>None</td>
<td>2852 PSYC 400 D1</td>
<td>Undergraduate 3.00 Normal Grade History &amp; Systems of Psych:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on May 04, 2015</td>
<td>None</td>
<td>3084 MATH 123 D2</td>
<td>Undergraduate 4.00 Normal Grade College Algebra</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on May 20, 2015</td>
<td>None</td>
<td>2026 COMM 240 D1</td>
<td>Undergraduate 3.00 Normal Grade News Editing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 21.000
Billing Hours: 21.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 06, 2016 05:01 pm

**Add Classes Worksheet**

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Submit Changes  Class Search  Reset
If you select Complete Withdrawal, the withdrawal will process and return to you similar as below. Note the course status column. You have now completed the course withdrawal process. Your course withdrawal totals have now been updated to reflect your number of withdrawal credits and remaining credits.

You may now log off.

NOTES:

- You will receive an email similar to below to also confirm your course withdrawal.

From: Course Withdrawals
Sent: Monday, June 01, 2015 10:29 AM
To: Baker, Sarah
Subject: Course Withdrawal Processed

Hello STUDENT NAME,

Your withdrawal request has been successfully processed for the following course(s).

<table>
<thead>
<tr>
<th>TERM</th>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>2852</td>
<td>PSYC</td>
<td>400</td>
<td>History &amp; Systems of Psyc.</td>
</tr>
</tbody>
</table>

Withdrawal Credits Information

Withdrawal Credits Used : 14
Withdrawal Credits Remaining : 2

Regards,
University Registrar
- You should confer with your advisor and instructor of the course before withdrawing from a course. Your financial aid could be in jeopardy if you do not maintain the 67% earned/attempted ratio.

- The only option available during the course withdrawal period will be “Withdraw from Course via Web”. Once the course withdrawal period ends, the option will no longer be available.

- You **should not** withdraw from all courses using this method. You **must** consult with Personal Development to withdraw from the university.

If you try to withdraw from all courses, you may receive one of two messages as below:

- This Withdrawal request cannot be performed because it would exceed your available withdrawal limits. Click Return to Add or Drop Classes.

- If you withdraw from all courses and still within your credit limit, you may receive the error message “You cannot drop your last class online. To withdraw from the University, please contact Personal Development at (910) 672 1222/1203”.

If you do not receive this message and you have withdrawn from all courses (even if enrolled in only one course), the University will officially withdraw you from the University using the effective date as the date of the last class from which you withdrew.
- Your financial aid may be affected. Office of Financial Aid, Housing, Student Accounts, Bookstore, BroncoCard and Personal Development will be notified that you have been withdrawn from the university. You are then be considered a non-student. If you are in the Residence Hall, you must vacate immediately.